



**Issuance Date:** May 13, 2015  
**Closing Date:** June 15, 2015  
**Closing Time:** 12:00 pm (Eastern Standard Time)  
**CFDA Number:** 98.008  
**Subject:** Request for Applications (RFA) for the transportation, delivery, and distribution of shelf-stable food commodities.  
**Title:** Fiscal Year (FY) 2015 Title II: International Food Relief Partnership (IFRP), Shelf-Stable Food Commodity Transportation, Delivery, and Distribution.

---

The United States Agency for International Development (USAID) is seeking applications (proposals for funding) from U.S. non-profit organizations to support the transportation, delivery and distribution of shelf-stable, prepackaged commodities to be distributed under the International Food Relief Partnership (IFRP) program. Please refer to the Funding Opportunity Description for a complete description.

For the purposes of this program, this RFA is being issued and consists of this cover letter and the following:

- Section I – Funding Opportunity Description
- Section II – Award Information
- Section III – Eligibility Information
- Section IV – Submission and Application Information
- Section V – Application Review Information
- Section VI – Award and Administration Information
- Section VII – Agency Contacts
- Section VIII – Other Information

To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to this [www.grants.gov](http://www.grants.gov) opportunity. Any future amendments to this RFA can be downloaded from [www.grants.gov](http://www.grants.gov). It is the responsibility of the recipient to ensure that it has received documents related to this RFA in its entirety from [www.grants.gov](http://www.grants.gov).

Applicants may submit up to three separate grant applications, with no more than two applications for any one product. Additionally, each grant application must propose only one product for one country.

The Government may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offers the greatest value. The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

The Government may make an award on the basis of initial applications received, without discussions. Therefore, each initial application must contain the applicant's best terms from a cost and technical standpoint.

Issuance of this RFA does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for costs incurred in the preparation and submission of an application. Final awards cannot be made until funds have been fully appropriated, apportioned, allocated, and committed. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award. Applications are submitted at the risk of the applicant, and all preparation and submission costs are at the applicant's expense.

In the event of any inconsistency between this RFA and the referenced documents in the RFA, or any inconsistency in the sections comprising this RFA, note that the RFA shall take precedence over any referenced documents, *except* statute, regulations and country specific information, and the inconsistencies shall be resolved by the following order of precedence:

- (1) Section V – Application Review Information
- (2) Section IV – Submission and Application Information
- (3) Section I – Funding Opportunity Description
- (4) Cover Letter

Thank you for your interest in USAID programs.

Sincerely,

/S/

Dina Esposito,  
Director, Office of Food for Peace

## **SECTION I – FUNDING OPPORTUNITY DESCRIPTION**

### **1. General Description**

USAID is seeking grant applications from eligible organizations for the transportation, delivery, and distribution of shelf-stable food commodities produced by U.S. non-profit organizations under the IFRP program. Any and all IFRP activities would entail the transfer of commodities to implementing organizations and then the transfer of these commodities by the implementing organizations to the designated recipients for any allowable purpose specified by the Food for Peace Act, as amended by the Agriculture Act of 2014, as referenced in Section I – General Description, 2 )Authorizing Legislation.

There will be only one IFRP transport, delivery, and distribution grant review cycle during FY 15, and the three products available for distribution are: Harvest Lentil Pro, Nutributter, and Medium Quantity LNS. Please see the detailed chart below regarding product specifications and details.

<b>Product:</b>	<b>Harvest Lentil Pro</b>	<b>Enov' Nutributter</b>	<b>Medium Quantity LNS</b>
Producer:	Breedlove Foods, Inc.	Edesia	Edesia
Website:	<a href="http://breedlove.org">breedlove.org</a>	<a href="http://www.edesiaglobal.org">www.edesiaglobal.org</a>	<a href="http://www.edesiaglobal.org">www.edesiaglobal.org</a>
Location:	1818 North Martin Luther King Jr. Blvd Lubbock, TX 79403	88 Royal Little Dr. Providence, RI 02904	88 Royal Little Dr. Providence, RI 02904
Primary Beneficiary Population:	General population (e.g., maternal/child health, school feeding, hospital patients, orphans, clinics, emergency feeding, food for work, etc.)	Children 6-24 months of age at risk of chronic malnutrition, micronutrient deficiencies, poor diet, etc.	Children 6-36 months of age at risk of acute malnutrition during critical periods of food and nutrition insecurity
Total Metric Tons (MTs) Available :	1,688.40 MTs	240 MTs	500 MTs
Maximum Request Per Application:	150.08 MTs – Up to eight 40' containers, which is equivalent to approximately 150.08 MTs, or precisely 10,720 boxes	60 MTs – Up to five 20' containers, which is equivalent to 60 MTs	100 MTs – Up to six 40' containers each, which is equivalent to 100 MTs

Servings in Maximum Level:	7,504,000 – 20g servings	3,000,000 – 20g servings (enough to supplement approximately 16,600 children for a six month period)	2,000,000 – 50g servings (enough to supplement approximately 11,100 children for a six month period)
Suggested Servings Per Day:	One 20g serving rehydrates to one cup, 1-3 per day, determined by program goals	One 20g sachet/day/child	One 50g sachet/day/child
Contact information:	Hope Floeck <a href="mailto:hopefloek@breedlove.org">hopefloek@breedlove.org</a> 806.741.0404, ext. 401	Danielle Brandts <a href="mailto:dbrandts@edesiaglobal.org">dbrandts@edesiaglobal.org</a> 401.272.5521, ext. 1119	Danielle Brandts <a href="mailto:dbrandts@edesiaglobal.org">dbrandts@edesiaglobal.org</a> 401.272.5521, ext. 1119

Please note: contact information has been provided for each commodity should applicants require further information on product use and logistics requirements.

Although not required, USAID recommends applicants not requesting the maximum commodity tonnage level to consider requesting the following lower tonnage levels for:

- Harvest Lentil Pro
  - 131.32 MTs=seven 40' containers
  - 112.56 MTs=six 40' containers
  - 93.8 MTs=five 40' containers
  - 75.04 MTs=four 40' containers
- Nutributter
  - 48 MTs=four 20' containers
  - 36 MTs=three 20' containers
  - 24 MTs=two 20' containers
  - 12 MTs=one 20' container
- Medium Quantity LNS
  - 83.35 MTs=five 40' containers
  - 66.68 MTs=four 40' containers
  - 50.01 MTs=three 40' containers
  - 33.34 MTs=two 40' containers
  - 16.67 MTs=one 40' container

Each applicant may request up to \$150,000 of funding per application (excluding commodity value). It is not mandatory, however, that applicants request that level of funding or the maximum level of the product. Additionally, funding is available for costs directly associated with the movement, management, and monitoring of IFRP products. Funding will not be considered for vehicle purchase, project materials, and office equipment.

## **2. Authorizing Legislation**

The Food for Peace Act, as amended by the Agriculture Act of 2014, authorizes the USAID Administrator to award grants to U.S. nonprofit organizations for the distribution of shelf-stable prepackaged foods requested by eligible organizations and the establishment of transportation and delivery of the commodities as food aid in the developing world.

Authority to carry out the program has been delegated to the Director, Office of Food for Peace (FFP), as Agreement Officer. More information on the program can be found here:

<http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/programs/nutritional-support-programs>

## **3. Project Eligibility Requirements**

To be eligible for this RFA, the proposed grant goals, objectives, and activities, along with the receipt/loading, rapid transportation, and delivery of the product in-country, must be achievable within 18 months.

## **4. Award Administration**

The Government may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offers the greatest value. The Government may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application (see Section B, Selection Criteria), (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

The Government may make an award on the basis of initial applications received, without discussions. Therefore, each initial application must contain the applicant's best terms from a cost and technical standpoint. As part of its evaluation process, however, USAID may elect to discuss technical, cost or other pre-award issues with one or more applicants. Alternatively, USAID may proceed with award selection based on its evaluation of initial applications received and/or commence negotiations solely with one applicant. A written award mailed or otherwise furnished to the successful applicant(s) within the time for acceptance specified either in the application(s) or in this RFA (whichever is later) shall result in a binding grant without further action by either party. Before the application's specified expiration time, if any, the Government may accept an application, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations or discussions conducted after receipt of an application do not constitute a rejection or counter-offer by the Government. Neither financial data submitted with an application nor representations concerning facilities or financing will form a part of the resulting grant unless explicitly stated otherwise in the agreement.

Awards will be made in accordance with the USAID Standard Provisions for awards to U.S. NGOs, the USAID ADS 303, and other applicable U.S. Government regulations, which are available on the USAID website (<http://www.usaid.gov/pubs/ads>). The award will be administered under 2 CFR 200, 2 CFR 700, and the USAID Standard Provisions.

The Agreement Officer is the only individual who may legally commit the Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred before receipt of either a fully executed Agreement or a specific written authorization from the Agreement Officer.

## **SECTION II – AWARD INFORMATION**

### **1. Estimate of Funds Available**

Subject to the availability of funds, under this RFA, USAID/DCHA/Office of Food for Peace plans to enter into grant award(s) for a maximum of \$150,000 each.

### **2. Anticipated Start Date and Performance Period**

The anticipated award date is on (or around) September 30, 2015.

### **3. Assistance Awards**

Pursuant to 2 CFR 200.400 it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the agreement program and are in accordance with applicable cost standards (2 CFR 200) and the Federal Acquisition Regulation (FAR) Part 31 for for-profit organizations, may be paid under the agreement.

## **SECTION III – ELIGIBILITY INFORMATION**

### **1. Eligibility Requirements**

To be considered for an award, the following minimum eligibility requirements must be met, and the applicant MUST:

- Be a U.S. based non-profit entity as described in Section 501(c)(3) of the Internal Revenue Code and exempt from tax under Section 501(a) of the Internal Revenue Code.

All sub-awardees must meet the eligibility criteria above.

Additionally, all applications must include a DUNS Number and System for Award Management (SAM) Registration. Applicants are encouraged to apply for a DUNS number and must be registered with the SAM in order to facilitate the eligibility for a federal grant award. The SAM website can be found here: [www.sam.gov](http://www.sam.gov). Applicants should do this well in advance of the application submission and review period, as it may take several weeks to obtain the number online.

## **2. New Partners**

USAID encourages applications from potential new partners.

## **3. Cost Share**

Applicants are strongly encouraged to provide non-federal funds, an in-kind contribution, or a combination of such funds.

## **4. Minimal Qualification Requirements**

USAID has no additional minimal qualification requirements.

# **SECTION IV – SUBMISSION AND APPLICATION INFORMATION**

## **1. Submission**

The application submission deadline is estimated to be June XX, 2015, 12:00pm, Eastern Standard Time. The applicant is responsible for ensuring that the electronic application is received by the due date and specified time.

This RFA and any future amendments can be downloaded from <http://www.grants.gov>. It is the responsibility of the recipient of the application document to ensure that it has been received from Grants.gov in its entirety. USAID bears no responsibility for data errors resulting from transmission or conversion processes.

Food for Peace is requesting that applicants use the Food for Peace Management Information System (FFPMIS) to apply for an IFRP grant under this RFA. FFPMIS can be accessed at <https://usaid-ffp.entellitrak.com/>. Users' guides and additional FFPMIS resources can be found on the TOPS site, <http://www.fsnnetwork.org/document/food-peace-management-information-system-ffpmis-resources>.

FFPMIS submission will require a combination of data entry and document uploads. Applicants must complete both direct entry and document upload portions of the application in order to be considered for funding, and all documents should be completed in accordance with the format detailed in this RFA and adhere to the following:

- Written in English and in 12-point Times New Roman font;
- Text in tables or charts may be 10-point Times New Roman font;
- Narratives should be prepared in Microsoft Word with print areas set to 8.5 x 11 inch, letter-sized paper and one-inch margins, left justification and a footer on each page including page numbers, date of submission, and applicant name;
- Spreadsheets should be prepared in Microsoft Excel, with print areas set to 8.5 x 11 inch, letter-sized paper;
- Official (signed) documents, memoranda, and certifications may be submitted as Adobe PDF files; and

- Emailed, faxed and hard copy applications are not acceptable.

Applications must be received no later than the date and time indicated on the cover page of this RFA to the location stated above accompanying this RFA. Applications which are received late or are incomplete run the risk of not being considered in the review process. Such late or incomplete applications will be considered in USAID's sole discretion depending on the status of USAID's application review process as of the time of receipt and/or the quality of other applications received.

Applicants should retain for their records one copy of the full application and all attachments which accompany their application. To facilitate the competitive review of the applications, applications should conform to the format prescribed below.

Applicants are expected to review, understand, and comply with all aspects of this RFA. Failure to do so will be at the applicant's risk.

Each applicant shall furnish the information required by this RFA.

Applicants that include data they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purposes should:

- Mark the title page with the following legend: "This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this application. If, however, a grant is awarded to this applicant as a result of - or in connection with - the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting grant. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in page(s) X."
- Mark each sheet of data it wishes to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

## **2. Point of Contact**

All application inquiries should be submitted to the Office of Food for Peace, attention Benjamin C. Vogler, at [IFRP@amexdc2.com](mailto:IFRP@amexdc2.com).

Any questions concerning submission of applications or the FFPMIS should be submitted in writing to [FFPMIS\\_support@devis.com](mailto:FFPMIS_support@devis.com). FFPMIS Service Desk hours are Monday–Friday, 9:00 a.m. to 5:00 p.m.

If you have difficulty registering or accessing the RFA, please contact the Grants.gov Helpdesk at [support@grants.gov](mailto:support@grants.gov) for technical assistance.



### 3. Budget Information

Applicants **may** submit budgets using Standard Form 424, 424A, and 424B, as appropriate, which can be downloaded from the USAID website. Alternatively, the forms are found on <http://www.grants.gov/>.

### 4. Pre-Award Certifications, Assurances, and Other Statements of the Recipient

Apparently successful applicants must provide the following:

- A signed copy of [\*Certifications, Assurances, and Other Statements of the Recipient and Solicitation Standard Provisions\*](#) as described in ADS 303.3.8 on the USAID website.
- A branding strategy and marking plan. Agency branding and marking guidance can be found at the following websites: <http://www.usaid.gov/who-we-are/agency-policy> (contains instructions on how to prepare the branding strategy and marking plan) and <http://www.usaid.gov/branding/> (contains samples of the USAID logo in various formats).
- A statement by the applicant assuring that the product can be imported duty-free, along with any information and associated documentation that supports the statement. Such documentation can include, but is not limited to, written certification by the USAID Mission or Diplomatic Post or a Host Country Agreement.

USAID requires the recognition of the contributions of the American people extended under this Agreement. In this regard, Recipients are reminded of the requirements to acknowledge USAID funding of projects and programs as required by the Standard Provisions. In publications and media products, Recipients will apply, where appropriate, the Agency branding standards published in the Agency's *Graphics Standards Manual* (available at [www.usaid.gov/branding](http://www.usaid.gov/branding)). Recipients should also note that the acknowledgement of the U.S. Agency for International Development as a funding source may be applied where texts are publicly published.

### 5. Application Format

Applications are comprised of two components: technical applications and cost proposals. Both technical applications and cost proposals should be specific, complete, and presented concisely. A lengthy application does not in and of itself constitute a well thought-out proposal. Technical applications shall demonstrate the applicant's capabilities and expertise with respect to achieving the goals of this program, and the requirements can be found in Section V – Application Review Information, 1) Evaluation Criteria.

Applicants are strongly encouraged to submit separate applications for different countries. An organization may only submit three applications in response to this RFA, with no more than two applications for any one product.

The application should be specific, complete, and presented concisely. Applications that do not substantially meet the requirements of this RFA will not be considered for award. The application shall be divided into the following sections, with the maximum number of pages given per section as follows:

- A. Application Narrative
  - 1. Cover Page (1 page maximum)
  - 2. Executive Summary (2 pages maximum)
- B. Technical Narrative (10 pages maximum)
  - 1. Organizational Capabilities
  - 2. Situation Analysis
  - 3. Program Objectives/Strategy
  - 4. Implementation Plan
- C. Budget
  - 1. Budget Summary (no page limit)
  - 2. Budget Narrative (no page limit)
- D. Annexes (no page limit)

The above bullets correspond to the sections of the RFA, as described below, and constitute the general application format.

#### ***A. Application Narrative***

The Application Narrative should have the following:

##### *Cover Page (1 page maximum)*

- Should have the names of the organizations/institutions involved in the proposed application.
- Proposed sub-awardees are to be listed separately, including a brief narrative describing the unique capacities/skills being brought to the program by each.
- The Cover Page should include information about a contact person for the prime Applicant, including this individual's name (both typed and his/her signature), title or position with the organization/institution, address, and telephone and fax numbers. Applicants are to acknowledge whether the contact person is the person with authority to contract for the Applicant, and if not, that person should also be listed.
- Should include the date of registration in SAM.

##### *Executive Summary (2 pages maximum)*

- Should summarize the key elements of the application:
  - The applicant's capabilities;
  - The nature of the food security and nutritional situation in the proposed country;
  - The proposed program for the population targeted;
  - The type and amount of product requested; and
  - The funding requested.
- Must be concise and accurate.

#### ***B. Technical Narrative (10 pages maximum)***

The Technical Narrative should have the following:

### *Organizational Capabilities*

- Applicants must provide evidence of their technical and managerial resources and expertise (or their ability to obtain such) to meet the program objectives. Information in this section should include a brief description of all the organization's (and any other donor organization's) history/expertise in the proposed country of operation and any previous experience with the distribution of food aid commodities. This may include previous IFRP activities and should include the following):
  - Instances of good performance;
  - Instances of poor performance;
  - Significant achievements;
  - Significant problems; and
  - Any indications of excellent or exceptional performance in the most critical areas.
- If the applicant is proposing to make a sub-award(s), all of the information above should be provided with regard to that organization(s).
- No information is required on key personnel.

### *Situation Analysis*

- Applicants must include a concise description of the food security in the proposed areas of operation and the proposed beneficiaries.
- Applications must thoroughly explain why these proposed locations have been selected.
- Applications must provide a detailed description of the proposed beneficiaries, specifically focusing on the applicant's rationale for targeting them, the number of them, and an explanation of the criteria used to select them.
- Relevant statistics and/or assessment data helping to further explain the need for the proposed program are also important to include.

### *Program Objectives/Strategy*

- Applications must provide the proposed program's overall goals and objectives.
- A detailed description of the proposed food distribution activities is necessary.
- Applicants should discuss how an IFRP grant would contribute to addressing the problem of food insecurity among the targeted population and how the IFRP activities enhance, or are integrated, into any ongoing program.
- Applications should provide the inclusion of a monitoring and evaluation plan outlining how progress against objectives and overall program impact can be tracked.
- Applicants must include a monitoring and reporting schedule and any plans for internal or external program evaluations.

### *Implementation Plan*

- There are 2 important factors that are also required to be addressed:
  - Activities must include detailed planning for the management of product-related solid waste packaging, in particular individual product wrapping/containers/boxes/bags/sachets. Grantees must notify USAID in advance of complementary activities, such as rehabilitation of infrastructure, provision of

medical supplies, vaccination campaigns, and home gardening, that may negatively impact or harm the environment, per USAID environmental compliance procedures (22 CFR 216). Please refer to the following link for additional information on this requirement:

[http://www.usaid.gov/our\\_work/environment/compliance/22cfr216](http://www.usaid.gov/our_work/environment/compliance/22cfr216).

- In order to avoid potential interference and/or duplication of other programs in the same country/region(s), applicants must demonstrate that they have coordinated with host country government(s) and/or the USAID Mission, Food for Peace funded activities, and also other donors operating in-country. USAID strongly emphasizes that applicants describe in sufficient detail their overall knowledge and awareness of other food security activities being implemented in their proposed country/region(s) by either:
  - Any host country government and/or local governance activities and
  - Any/all other organizations, such as WFP, and/or any other PIOs, PVOs, and NGOs operating in the region/country.
- Applicants must provide the following information for the proposed program:
  - A concise explanation of how program activities will be executed;
  - A delivery and distribution schedule and a list of proposed distribution sites;
  - An explanation of why the product requested is appropriate for the proposed target population;
  - A description of the ration size per beneficiary;
  - A description of the proposed distribution procedures;
  - Any relevant information pertaining to coordination with the host government, other organizations, or other program activities that complement or facilitate the use of IFRP products; and
  - An outline of logistical arrangements pertaining to the following:
    - Assessing, loading and shipping, storing, handling, and distribution of the product; and
    - A solid waste management plan.

### ***C. Budget***

Certain documents are required to be submitted by an applicant in order for the Agreement Officer to make a determination of responsibility. However, it is USAID policy not to burden applicants with undue reporting requirements if that information is readily available through other sources. The following sections describe the documentation that applicants for Assistance awards must submit to USAID prior to award. While there is no page limit for the cost proposal, applicants are encouraged to be as concise as possible while still providing the necessary detail to address the items discussed herein.

#### ***Budget Summary***

- Applicants must include the following line items:
  - Cost of headquarters and field personnel;
  - Cost of transport, storage, and handling;
  - Cost of local travel;
  - Direct costs; and

- Indirect costs, if applicable.
- If applicable, applicants must include any non-federal cost-share, including the total amount and the description.
- If an application contains indirect costs, applicants must include substantiating documentation.

In accordance with 2 CFR 200.414, eligible applicants may choose to apply a ten percent de minimis rate. Please note this is only for those applicants which have never received a Negotiated Indirect Cost Rate Agreement (NICRA).

#### *Budget Narrative*

- Applicants must submit an accompanying budget narrative detailing the following:
  - The total proposed costs for implementation of the proposed program; and
  - Discussion and complete description of the components of each SF-424 budget element.

There is no specific maximum dollar amount allowed for administrative and management costs. All proposed costs will be evaluated in accordance with applicable cost principles.

The awardee will only be required to provide rapid transportation, delivery, and distribution of the proposed commodity; production, packaging, and stockpiling of the commodities shall be covered by separate grants.

Applicants proposing a cost share should include the same form and a breakdown that shows which costs would be covered by USAID funds and which by the grantee. If the cost share is an in-kind contribution, the budget should show the value of that contribution.

#### ***D. Annexes***

Annexes are suggested and/or required to have the following:

- Applicants shall include certifications and representations, as referenced in Section VIII – Other Information.
- The applicant may include additional information if deemed necessary; however, as stated above, technical applications should be specific, complete, and concise. A lengthy application does not in and of itself constitute a well thought out proposal. Therefore, applicants must avoid unnecessary documentation.
- If applicable, each applicant should include a copy of its organization's most recent Negotiated Indirect Cost Rate Agreement (NICRA) issued by its organization's audit agency (USAID or another agency of the U.S. federal government) or information to support any non-direct costs recovered by a percentage method.
- Certain documents are required to be submitted by the applicant in order for the Agreement Officer to make a determination of financial responsibility. Applicants shall submit any additional evidence of responsibility to support this determination. The information submitted should substantiate that the applicant:
  - Has adequate financial, management, and personnel resources and systems, or the ability to obtain such resources, as required during the performance of the award;

- Has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments of the applicant, non-governmental and governmental;
- Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance;
- Has a satisfactory record of integrity and business ethics; and
- Is otherwise qualified and eligible to receive a grant under applicable laws and regulations (e.g., EEO).
- Applicants that have never received a grant, cooperative agreement or contract from the U.S. Government are required to submit a copy of their accounting manual, personnel policies, travel policies, and procurement policies, and audits received for the past three years. If this material has already been submitted to the U.S. Government, the applicant should advise which Federal Agency has a copy.

## **6. Funding Restrictions**

USAID anticipates awarding several grants under this RFA for a total of up to \$150,000 per award, with a minimum award of \$0. For more information, please review Section I – Funding Opportunity Description, 1) General Description.

## **7. Pre-Award Costs**

No pre-award costs are required.

## **8. Other Submission Requirements**

Certain documents may be required to be submitted by the applicant in order for the Agreement Officer to make a determination of financial responsibility. Applicants shall submit any additional evidence of responsibility, as requested, to support the determination pertaining to adequate financial, management, and personnel resources and systems; ability to comply with the award conditions; satisfactory record of performance, integrity and business ethics; along with qualifications and eligibility to receive a grant under applicable laws and regulations.

# **SECTION V – APPLICATION REVIEW INFORMATION**

## **1. Evaluation Criteria**

Technical applications and cost proposals of each proposal will be evaluated separately. The technical application will be evaluated in accordance with the Technical Evaluation Criteria set forth below. Thereafter, the cost proposal of all applicants submitting a technically acceptable application will be evaluated for general reasonableness, allowability, and allocability. To the extent that they are necessary (if award is not made based on initial applications), negotiations and/or interviews will then be conducted with all applicants whose application, after discussion and negotiation, has a reasonable chance of being selected for award. Awards will be made to

responsible applicants whose applications offer the greatest value, cost-effectiveness, and other factors considered.

After it is determined that the minimum eligibility requirements have been met, a Technical Evaluation Committee (TEC) will evaluate proposals according to criteria described below. Moreover, there will be a separate TEC for each product.

<u>Technical Evaluation Criteria</u>	<u>Maximum Possible Points</u>
A. Organizational Capabilities	15
B. Situation Analysis	20
C. Program Objectives/Strategy	25
D. Implementation Plan	30
E. Budget	10
<b>Total Possible Points</b>	<b>100</b>

#### ***A. Organizational Capabilities***

Factors under this criterion include, but are not necessarily limited to, the following:

- Past successful project management experience in regards to:
  - Quality of service, including consistency in meeting goals and targets;
  - Timeliness of performance, including adherence to agreement schedules; and
  - Prior support from other donors.
- Demonstrated institutional capacity to accomplish the range of programmatic activities described in this RFA, including the ability to manage relationships with government officials and institutions.
- Relevant experience in the proposed country.

#### ***B. Situation Analysis***

Factors under this criterion include, but are not necessarily limited to, the following:

- Demonstrated understanding of the food security and nutrition situation in the country and target area; and
- Thorough description of the target population's nutrition status, the number of beneficiaries, and the targeting criteria used to select them.

#### ***C. Program Objectives/Strategy***

Factors under this criterion include, but are not necessarily limited to, the following:

- Identification of realistic goals/objectives, describing program activities, specifically food distributions, in sufficient detail. Such details should include how, when, where, and by whom the food will be distributed;
- Identification of an M&E schedule, providing indicators/benchmarks and measurement tools that will enable them to track progress towards objectives and program impact; and
- Overall technical merit of program strategy.

#### ***D. Implementation Plan***

Factors under this criterion include, but are not necessarily limited to, the following:

- Adequacy and feasibility of comprehensive logistics plan detailing:
  - Shipping;
  - Internal transport;
  - Warehousing/commodity storage;
  - Delivery schedule;
  - Distribution schedules; and
  - List of distribution sites.
- Appropriateness of plan for management/disposal of product-related solid waste;
- Suitability and ration size(s) for the target population(s);
- Coordination with other food security activities being implemented in the target area by the host government and/or other organizations (i.e., WFP, PVOs and NGOs); and
- Demonstrated awareness of other food security programs operating in the country.

#### ***E. Budget***

Factors under this criterion include, but are not necessarily limited to, the following:

- Relevant and clear detailed budget and budget narrative with reasonable costs and correct calculations; and
- Cost-shares and/or in-kind contributions are strongly recommended.

### **2. Review of Cost Proposal**

The cost proposal of all applicants submitting a technically acceptable technical application will be evaluated to determine if costs are reasonable, allocable, and allowable. If an application is recommended for award following the technical review, USAID may at its option conduct cost negotiations.

Cost will be evaluated for cost reasonableness, allowability, allocability, cost effectiveness and realism, adequacy of budget detail, and financial feasibility.

If applicable, the applicant's cost share contribution will be reviewed for cost-effectiveness and realism and to verify that the applicant meets the standards set in 2 CFR 200.

### **3. Review and Selection Process**

After initial selection, the apparently successful applicant will be asked to provide additional information pertaining to any application concerns. This information will be used to make a determination before a grant is provided.



## **SECTION VI – AWARD AND ADMINISTRATION INFORMATION**

USAID may make an award resulting from this RFA to the responsible applicant(s) whose application(s) conforming to this RFA offer(s) the greatest value. USAID may (a) reject any or all applications, (b) accept other than the lowest cost application, (c) accept more than one application, (d) accept alternate applications, and (e) waive informalities and minor irregularities in applications received.

Awards will be made in accordance with the [USAID Standard Provisions](#) and other applicable U.S. Government regulations, which are available on the [USAID web site](#).

The Agreement Officer is the only individual who may legally commit the U.S. Government to the expenditure of public funds. No costs chargeable to the proposed agreement may be incurred before the start date of a fully executed Agreement. In extreme cases, a specific written authorization from the Agreement Officer may be necessary and completed.

Upon receipt of award, grantees may contact the manufacturer for the overall availability of the products and for planning the arrangements for receipt, loading, and delivery.

## **SECTION VII - AGENCY CONTACTS**

Agency contacts may be found in Section IV – Submission and Application Information, 2) Point of Contact.

## **SECTION VIII – OTHER INFORMATION**

Please access the current Certifications and Assurances at the following link for all **applicable** forms: <http://www.usaid.gov/documents/1866/certifications-and-assurances>.

In regards to freight forwarders and in light of possible debarment of certain freight forwarders, applicants are advised to check the Excluded Parties Listing Systems ([www.sam.gov](http://www.sam.gov)) prior to providing new work to freight forwarders through new awards, extensions of existing awards, increases in scope of existing awards, and increases in the total estimated amount of existing awards.